



## Personnel and Administrative Policy and Procedure

<b>SUBJECT: Personal Property</b>	<b>EFFECTIVE DATE:</b> July 1, 2003 <b>REVIEWED:</b> November 2011 <b>REVISED:</b>
<b>CATEGORY: 200</b> <b>POLICY NUMBER: 200.40</b>	<b>CROSS REFERENCE:</b>

**Purpose:** To inform employees of the City's policy regarding the use of personal property while working.

**Scope:** All employees.

**Policy:** Personal property of City employees is not covered by the City's insurance. Employees will be provided appropriate tools and equipment, as determined by their Supervisor, to perform the duties of their job. Employees who choose to bring personal property and equipment into the workplace do so at their own risk. Precautions should be taken with all tools and equipment to place them in a secure location.

The City will not be responsible for the cost of repairs to, or replacement of, personal property of any employee, damaged or lost in the course of employment, except:

- 1) In the case of prescription eyewear, where the employee has exercised due care (e.g. wearing safety straps to prevent their falling off), but damage still occurs. The city will review the circumstances on a case-by case basis and may provide payment for the portion of the cost not covered by the employee's vision insurance.

Employees wishing to bring personal property to work for their own use (e.g. radios, tape players, etc.) should check with their Supervisor or Department Head regarding the department's rules on such use. Consent of a Supervisor or Department Head to use personal property does not bind the City to assume any responsibility for the property should it be lost, damaged or stolen.